



International Labour Organization

REQUEST FOR PROPOSAL

***Policy papers on the extension of social security coverage to informal workers in Federal Iraq
and Kurdistan Region of Iraq***

Responses to be received by 22.10.2021

September/2021

Subject: Procurement of research consultants or consultancies to conduct research for and draft policy papers on the extension of social security coverage to informal workers in Federal Iraq and Kurdistan Region of Iraq

Request for Proposal (RFP) N°: IRQ/20/06/EUR/108124/RFP/2021/1

Date: 22/09/2021

Dear Sir/Madam,

The International Labour Office (hereinafter the “ILO”) is pleased to invite your company to submit a Proposal for research for policy papers on the extension of social security coverage to informal workers in Federal Iraq and Kurdistan Region of Iraq and as further described in Annex III.

To enable you to prepare and submit a Proposal, please find enclosed the following Annexes:

- Annex I: Instructions to Bidders;
- Annex II-A: Acknowledgment of Receipt;
- Annex II-B: Bidder's Declaration Form;
- Annex II-C: Bidder's Information Form;
- Annex II-D: Recent References;
- Annex II-E: Technical Proposal;
- Annex II-F: Financial Offer;
- Annex III: Terms of Reference; and
- Annex IV: Terms and Conditions applicable to ILO Contracts.

Your Proposal must be received by the ILO no later than **23:59 time in Baghdad on 22/10/2021**. Late bids shall be rejected.

You may submit a Proposal to the ILO provided that your organization is qualified, able and willing to deliver the goods, works and/or services specified in this RFP. Participation in this RFP indicates acceptance of the Terms and Conditions applicable to ILO Contracts provided in Annex IV. Failure to comply with the requirements of this RFP and its Annexes may render a Proposal ineligible for consideration.

You are kindly requested to acknowledge receipt of this RFP and to indicate whether or not you intend to submit a Proposal by completing and returning the form provided in Annex II-A.

We look forward to receiving your Proposal.

Yours sincerely,

Amjad Rabi
Chief Technical Advisor on Social Security
ILO Iraq Office

INSTRUCTIONS TO BIDDERS

Reference: **RFP N° IRQ/20/06/EUR/108124/RFP/2021/1**

Policy papers on the extension of social security coverage to informal workers in Federal Iraq and Kurdistan Region of Iraq

Abstract

This document outlines the requirements for presentation of a Proposal to be considered by the International Labour Office.

INSTRUCTIONS TO BIDDERS

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1. INTRODUCTION

1.1 General

These instructions are provided for general information for the preparation of the Proposal for procurement of research on the extension of social security coverage to informal workers in Federal Iraq and Kurdistan Region of Iraq. The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the RFP documents. Failure to comply with these documents will be at the Bidder's risk and may affect the evaluation of the Bid concerned.

1.2 Eligible Bidders

Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates or an individual which have been engaged by the ILO to provide consulting services for the preparation of the design specifications, and other documents to be used for the procurement of goods, works or services to be purchased under this Request for Proposal.

1.3 Cost of Bid

The Bidder shall bear all costs associated with the preparation and submission of the Bid. ILO will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

1.4 RFP Schedule Summary

• RFP release date:	22/09/2021
• Site visit or bidders' conference (if applicable):	N/A
• Clarification questions, if any, related to this RFP must be submitted to bothn@ilo.org by:	18/10/2021, by 23:59 Baghdad time
• ILO response to clarification questions by:	20/10/2021
• Proposals Receipt Deadline:	22/10/2021 at 23:59 Baghdad time
• Estimated Contract Signature Date:	11/12/2021
• Estimated Contract Start Date:	11/12/2021

1.5 Clarification Questions

A prospective Bidder requiring any clarification of the RFP documents may notify the ILO in writing. The ILO's response will be provided in writing to any request for clarification received by the deadline indicated in paragraph 1.4 above. Written copies of the response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Bidders that received the RFP documents.

2. BIDDING CONDITIONS

2.1 Acknowledgment of Receipt

A prospective Bidder is requested to return promptly the Acknowledgement of Receipt form, provided in Annex II-A, duly completed and signed, even if it is not intending to submit a Proposal.

2.2 Number of Copies, Format and Signing of Proposal

The Bidder shall submit one original copy of the Proposal, clearly marking each "Original Proposal". The Proposal shall be typed or written in indelible ink and shall be dated and signed by the Bidder i.e. by a person or persons duly authorized to bind the Bidder to the contract. The Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Bidder, in which case such corrections shall be initialled by the person or persons signing the Proposal.

2.3 Submission and Receipt of Proposals

It is the responsibility of Bidder to ensure that a Proposal is submitted to the ILO strictly in accordance with the stipulations in the solicitation documents.

Proposals **must be received on or before 22/10/2021 by 23:59 Baghdad Time**. Proposals and modifications to Proposals received after the proposal receipt deadline will be rejected. Proposals must include all the documents requested in these Instructions to Bidders and shall be submitted by:

- **Email to:**
bothn@ilo.org and alkaram@ilo.org

The technical and financial proposals should be submitted as separate documents, both in PDF format.

2.4 Official Language

The Proposal and all correspondence and documents related to the Proposal shall be written in the English language.

2.5 Correspondence

Any communication in connection with this RFP should be addressed in writing to the E-mail address mentioned in paragraph 1.4 above. All correspondence should quote the reference number of the RFP. Bidders are requested **not** to contact the ILO after the closing time, i.e. during the RFP assessment period.

2.6 No Consultation

A Bidder shall not:

- consult, communicate or agree with any other Bidder or competitor, with regard to price or any other matter related to the RFP for the purpose of restricting competition;
- disclose its price, directly or indirectly, to any other Bidder or competitor, except in the case of provision of standard public price lists;
- make any attempt to induce any other person or organization to submit or not to submit a Proposal for the purpose of restricting competition.

If a Bidder is found to be in breach of any of these instructions, the ILO reserves the right to exclude the Bidder from the procedure and reject its proposal.

Nothing in this paragraph shall restrict the right of a Bidder to form a joint venture, a consortium, a partnership or an association for the purpose of submitting a joint Tender.

2.7 Contract Conditions

Bidders are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in these RFP documents.

By submitting a Proposal, the Bidder accepts in full and without restriction these instructions. It also accepts the Terms and Conditions of ILO Contracts (Annex IV) being relied on for this bidding procedure and resulting contract, irrespective of the provisions of the Bidder's own conditions of sale, which it hereby waives.

The ILO reserves the right to decline to consider without further comment any Proposal which does not accept the Terms and Conditions of ILO Contracts set out in Annex IV.

2.8 Work on ILO Premises

If the Bidder's personnel are required to work on ILO premises, they shall comply with the security and safety and health arrangements established by the ILO, including applicable provisions of local laws. Where applicable, the Bidder shall be responsible for obtaining valid entry visas and work permits for its employees or sub-contractors and contract commencement may be made subject to complying with these obligations. Failure to comply with such obligations may lead to suspension of payments under and cancellation of the contract.

2.9 Bid Currency

All prices shall be quoted in US dollars. If the Bid is submitted in a currency other than the Bid Currency, to facilitate evaluation and comparison, the ILO will convert all such prices in US dollars at the official UN exchange rate applying on the last day for submission of Bids.

2.10 Incomplete Proposals

ILO may reject a Proposal that does not provide all the information requested which is necessary for assessment of the Proposal by the ILO.

2.11 Changes to Proposals

Changes or amendments to Proposals will only be accepted if they are received before the deadline for receipt of Proposals and shall be submitted in accordance with the instructions given above.

2.12 No Material Change(s) in Circumstances

The Bidder shall inform the ILO of any change(s) of circumstances arising during the RFP process including, but not limited to:

- a change affecting any declaration, accreditation, license or approval;
- major re-organizational changes, company re-structuring, a take-over, buy-out or similar event(s) affecting the operation and/or financing of the Bidder or its major sub-contractors;
- a change to any information on which the ILO may rely in assessing Proposals.

2.13 RFP Document, Specifications, Drawings

The RFP Documents and any specifications, plans, drawings, patterns, samples or information issued or furnished by the ILO, are issued solely for the purpose of enabling

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a Proposal to be completed and may not be used for any other purpose. The RFP documents and any additional information provided to Bidders shall remain the property of the ILO.

2.14 Sub-Contracting

Sub-contracting of work to be undertaken as a result of this ITB is permitted, ILO reserves the right to approve any sub-contractor that was not included in the RFP Submission Form and request a copy of the sub-contracting agreement between the Bidder and its sub-contractor(s).

2.15 Proposal Validity

The validity of a Proposal shall be six (6) months commencing from the time and date of the closure of Proposals stated in paragraph 2.3 above. The ILO reserves the right to request an extension of the period of validity of Proposals, and to modify or exclude any of the terms of this RFP, at its sole discretion.

2.16 Notification of Proposal Evaluation

The ILO will evaluate the Proposals based on the Bidders' responses to the requirements set out in the RFP documents. Each Bidder will be informed of the decision reached concerning the award of the contract.

2.17 Publicity

During the RFP process, a Bidder is not permitted to create any publicity in connection with the RFP.

3. CONTENT OF THE PROPOSAL

Each Proposal shall comprise the following documents:

3.1 A-Technical Proposal (Annex II-B, C, D, and E)

Bidders are requested to submit in **A-Technical Proposal** the following Forms, Annexes II-B to E.

All information must be provided as requested and all Forms must be completed for a Proposal to constitute a valid offer, which is a prerequisite for subsequent evaluation.

3.1.1 Administrative Requirements

a) Bidder's Declaration Form (Annex II-B) (also to be completed by any Bidding partners and/or associates)

The ILO expects all participants in its procurement process to adhere to the very highest standards of moral and ethical conduct and transparency, to prevent any conflict of interest and not to engage in any form of coercive, collusive, corrupt, or fraudulent practices. The key terms used in the Declaration at Annex II-B are defined as:

"Coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, another or the property of another to influence improperly the actions of another;

"Collusive practice" is any conduct or arrangement between two or more bidders or contractors, designed to achieve an improper purpose, including to influence

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improperly the actions of another or to set prices at an artificial level or in a non-competitive manner;

“*Conflict of interest*” is a situation that gives rise to an actual, potential or perceived conflict between the interests of one party and another;

“*Corrupt practice*” is the offering, giving, receiving or soliciting, directly or indirectly, of any advantage, in order to influence improperly the actions of another;

“*Fraudulent practice*” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, another to obtain a financial or other benefit or to avoid an obligation;

b) Bidder's Information Form (Annex II-C)

The Bidder's Information Form explicitly indicates that the Bidder accepts in full and without restriction the Terms and Conditions applicable to ILO Contracts.

Each Bidder shall attach to this Annex the following mandatory documents:

- 1) Certificate(s) confirming that obligations relating to the payment of social security contributions and/or the payment of taxes in accordance with the legal provisions of the country in which the Bidder is established have been fulfilled;
- 2) The proof of declaration and payment of taxes, fees and social security contributions by the Bidder should indicate the state of affairs at the end of the previous fiscal year, bearing the statement “certified true copy”, the date and the signature of a person authorized to represent the company;
- 3) A copy of the last three financial statements of the Bidder, certified by independent auditors.

c) Recent References (Annex II-D)

Each Bidder must provide details of three contracts entered into during the past five years which are similar in nature to that which will arise from this RFP. The information in Annex II-D must include as a minimum:

- Client name, location and date of project;
- Description of goods provided and works or services performed;
- Contract value;
- Contact details for references.

d) Technical Proposal (Annex II-E)

- 1) The Bidder shall use Annex II-E to describe how it intends to meet the requirements described in the RFP documents and in particular the Terms of Reference provided in Annex III;
- 2) In preparing its Proposal, the Bidder shall review all RFP requirements, including any document referred to in the RFP documents, and will reflect its understanding of and approach to meeting these requirements in the Proposal.
- 3) In preparing the Technical Proposal, the Bidder shall provide details of the proposed project methodology and implementation and management plan as well as CVs of key personnel which will deliver the goods, services or the works specified in this RFP.
- 4) The Bidder may also add any other document and information to demonstrate its technical and professional capacities and competencies to fulfill the requirements as specified in the Terms of Reference.

3.2 B-Financial Offer (Annex II-F)

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Bidders are requested to submit their Financial Offer in a separate document (**B-Financial Offer**). The Financial Offer should be presented in the format provided in Annex II-F. The Bidder must also provide price breakdown information to support its Financial Offer.

All Financial Offers must be established and submitted net of any direct taxes or customs duties. As an international organisation, the ILO is exempt from all taxes and duties.

The ILO is not bound to accept the lowest priced offer from any Bidder, nor give any reason for rejecting a proposal.

4. EVALUATION OF PROPOSALS AND CONTRACT AWARD

4.1 Preliminary Evaluation

Prior to the detailed evaluation of each Proposal, the ILO will undertake a preliminary examination. Proposals will not be considered for further evaluation in cases where:

- a) They are incomplete (i.e. do not include all required documents as specified in Annex I, Instructions to Bidders, paragraph 3: Content of the Proposal);
- b) The Original Proposal is not signed by the duly authorized individual of the organization/company, as specified in Annex I, Instructions to Bidders, paragraph 2.2: Number of Copies, Format and Signing of Proposal;
- c) Technical and financial documents have not been submitted in separate documents and/or pricing information is included in the Technical Proposal, as specified in Annex I, Instructions to Bidders, paragraph 2.3: Submission and Receipt of Proposals;
- d) The validity period of the Proposal is not in accordance with the requirements of the RFP as specified in Annex I, Instructions to Bidders, paragraph 2.15: Proposal Validity.

4.2 Evaluation Process and Criteria

Proposals will be reviewed and evaluated by an Evaluation Panel, to determine compliance with the requirements specified in the RFP.

A two-stage procedure will be utilized in evaluating the Proposals, with evaluation of each Technical Proposal being completed prior to any Financial Offer being opened and compared. Financial Offers will be opened only for Bidder submissions that meet or exceed the minimum technical score of 60 (60 percent) of the obtainable score during the evaluation of Technical Proposals. Where the assessment of a Technical Proposal results in the minimum specified score not being achieved, the corresponding Financial Offer will not be eligible for further consideration.

Each Technical Proposal is evaluated on the basis of its responsiveness to the Terms of Reference (TOR).

During the second stage of the evaluation, the Financial Offers of all Bidders which have attained at least the minimum [60] (60%) score during the technical evaluation will be compared.

The proposals will be evaluated according to the criteria described below:

- (a) Depth and quality of response to the RFP;
- (b) Technical compliance with the Terms of Reference;
- (c) The qualifications and experience of proposed key personnel;
- (d) The proposed implementation and management plan;
- (e) The overall cost.

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The process of evaluating the proposals will be based on the following percentage combination of Technical and Financial elements:

	Percentage
Technical Proposal	60%
Financial Offer	40%
Total	100%

4.3 Award of the Contract

The ILO will award the contract to the Proposal (Technical and Financial) which represents best value for money, i.e. achieving the highest overall score.

The ILO reserves the right to accept or reject any Proposal in whole or in part, to annul the solicitation process and reject all Proposals at any time prior to the issue of the purchase order, without thereby incurring any liability to the affected Bidder(s) or any obligation to provide information on the grounds for the ILO's decision(s).

The award of the contract arising from this RFP will be made at the absolute discretion of the ILO. The ILO's decision to award the contract to a preferred Bidder is final and shall not be questioned by any Bidder.

The Contract or the benefit of the Contract shall not be assigned, sub-contracted or otherwise transferred by the successful Bidder in whole or in part, without ILO's prior written consent, to be given at its sole discretion.

4.4 Debriefing / Bid Protest Mechanism

The ILO is committed to ensure that all its bidding processes are conducted in a fair and transparent manner. A Bidder who participated in a formal ILO solicitation process and believes that he/she has been treated unjustly or unfairly, or who would simply like to receive clarifications on his/her unsuccessful proposal ("debriefing"), must submit a request by email to pcrt@ilo.org, within ten (10) business days after receiving the ILO notification of regret. PROCUREMENT will contact the Bidder upon receipt of his/her request and will invite him/her to a debriefing session.

Debriefing process

The purpose of the debriefing is to discuss the strengths and weaknesses of his/her proposal. If the Bidder believes he/she has been treated unjustly or unfairly this debriefing will hopefully shed light on the rationale of the ILO decision. The ILO will not disclose any technical or financial information related to offers received by other Bidders who participated in the solicitation, nor the evaluation scores or other details from the tender process.

Debriefing will normally be conducted via teleconference by the Procurement Officer in charge of the relevant solicitation at an agreed time with the Bidder.

Should the Bidder not be satisfied with the clarifications provided during the debriefing, he/she may file a protest to the Chief, PROCUREMENT in the way described below.

Bid Protest

A Bidder who is not satisfied with the debriefing outcome, may lodge a protest to the ILO Chief, PROCUREMENT, by sending an email to bidprotest@ilo.org

The protest must be sent within ten (10) business days after the debriefing has taken place. The ILO will acknowledge receipt of the protest.

In his/her protest, the Bidder must provide the following information:

- 1) Its name, address, telephone number, fax number and email;
- 2) The solicitation number and title, the contracting office and the name of the officer who has been leading the tender process;
- 3) The date of debriefing; and
- 4) The reasons for the protest together with copy of any documentation in support of the allegations.

The Chief, PROCUREMENT will perform a receivability review of the protest to determine if it was timely and correctly submitted and complies with the requirements set out above. The Bidder will be notified whether the protest is receivable in writing within ten (10) business days after receipt of the protest. A decision rejecting the receivability of the protest is final and not subject to further appeal or recourse.

If the protest is deemed receivable, the ILO will conduct an inquiry to determine its merits. The Bidder will be notified of the ILO decision as soon as it is available. The decision on the merits of the protest is final and not subject to further appeal or recourse.

Allegations of Misconduct or Fraud

Allegations of misconduct or fraud must be addressed by the Bidder to the ILO Treasurer and Financial Comptroller TR/CF (email: TRCF@ilo.org) and to the ILO Chief, Internal Auditor Office (email: IAO@ilo.org). The allegations will be investigated in accordance with ILO's investigating procedures.



**FORMS TO BE COMPLETED
AND
TO BE SUBMITTED BY THE BIDDER**

- **ANNEX II-A:** Acknowledgement of Receipt
- **ANNEX II-B:** Bidder's Declaration Form
- **ANNEX II-C:** Bidder's Information Form
- **ANNEX II-D:** Recent References
- **ANNEX II-E:** Technical Proposal
- **ANNEX II-F:** Financial Offer



International Labour Office

ANNEX II-A

ACKNOWLEDGEMENT OF RECEIPT

To be returned to:

E-mail: bothn@ilo.org

Reference: **RFP N° IRQ/20/06/EUR/108124/RFP/2021/1**

**Policy papers on the extension of social security coverage to informal workers in
Federal Iraq and Kurdistan Region of Iraq**

☐ WE ACKNOWLEDGE RECEIPT OF ALL TENDER DOCUMENTS FOR THE
ABOVEMENTIONED RFP
(Note: In event of missing elements, contact the ILO Officer in Charge)

☐ WE INTEND TO SUBMIT A PROPOSAL

☐ WE WILL NOT BID FOR THE FOLLOWING REASONS:

.....
.....

Signature:

COMPANY STAMP

Name:

Position:

Tel/Fax:

E-mail:

Date:

BIDDER'S DECLARATION FORM

Certification to be submitted by a bidder in an ILO competitive bidding procedure

RFP N° IRQ/20/06/EUR/108124/RFP/2021/1 - Policy papers on the extension of social security coverage to informal workers in Federal Iraq and Kurdistan Region of Iraq

Date:

The ILO expects all participants in its procurement process to adhere to the very highest standards of moral and ethical conduct and transparency, to prevent any conflict of interest and not to engage in any form of coercive, collusive, corrupt, or fraudulent practices.

With respect to its proposal submitted in response to the ILO's Invitation to Bid/Request for Proposal mentioned above, the Bidder hereby certifies that:

1. The prices in its proposal have been arrived at independently without consultation, communication or agreement with any other interested companies, competitor or potential competitor with a view to restricting competition.
2. No attempt has been made or will be made by the Bidder to influence any other Bidder, organization, partnership or corporation to either submit or not submit a proposal.
3. The Bidder will not offer, solicit or accept, directly or indirectly, any gratuity, gift, favour, entertainment, promises of future employment or other benefits to or from anyone in the ILO.
4. The Bidder (parent company and/or any subsidiaries) is not identified on, or associated with any individual, groups, undertakings and entities identified on, the list established pursuant to UN Security Council Resolution 1267 (Consolidated List).¹
5. The Bidder (parent company and/or any subsidiaries) will not use the funds received under any contract with the ILO to provide support to individuals, groups, undertakings or entities associated with terrorism.
6. The Bidder (parent company and/or any subsidiaries) is not the subject of any form of sanction imposed by an organization or body within the United Nations System, including the World Bank.

The ILO reserves the right to cancel or terminate with immediate effect and without compensation any offer of or contract arising from this bidding procedure in the event of any misrepresentation in relation to the above certifications.

Definitions of terms used in this declaration:

"coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, another or the property of another to influence improperly the actions of another.

"collusive practice" is any conduct or arrangement between two or more bidders or contractors, designed to achieve an improper purpose, including to influence improperly the actions of another or to set prices at an artificial level or in a non-competitive manner;

"conflict of interest" is a situation that gives rise to an actual, potential or perceived conflict between the interests of one party and another;

"corrupt practice" is the offering, giving, receiving or soliciting, directly or indirectly, of any advantage, in order to influence improperly the actions of another;

"fraudulent practice" is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, another to obtain a financial or other benefit or to avoid an obligation;

The undersigned certifies/y to be duly authorized to sign this Certification on behalf of the Bidder.

¹ The Consolidated List can be found at the website: <https://www.un.org/securitycouncil/content/un-sc-consolidated-list>.



International Labour Office

ANNEX II-B

Name and Position

Signature

Date

BIDDER'S INFORMATION FORM

I, the undersigned, by submitting this Proposal, hereby confirm that these instructions are accepted in full and without restriction, including the proposed ILO Contract being used for this bidding procedure and resulting contract.

1. SUBJECT	
Request for Proposal:	IRQ/20/06/EUR/108124/RFP/2021/1
Requirements:	Policy papers on the extension of social security coverage to informal workers in Federal Iraq and Kurdistan Region of Iraq]

2. BID SUBMITTED BY A SINGLE ECONOMIC OPERATOR	
Bidder:	[Insert Full Name of the entity submitting a bid]

3. BIDDER INFORMATION ¹	
Corporate Name:	
Legal Status:	
Authorised Capital:	
Headquarters Address:	
Place of Business Address:	
Telephone:	
Fax:	
Trade Registered N°:	
VAT N°:	
Date established:	
Permanent Workforce:	
Number of Secondary Offices:	
Names of Main Managerial Staff:	1) 2) 3)
Names and Job Positions of Person Authorized to represent the Company:	1) 2) 3)
Certification (if any):	
Accreditation (if any):	[Type and Validity]

Turnover, Net Income for the past Three Financial Years:				
[Currency]	Year 1 [i.e. 2011]	Year 2 [i.e. 2012]	Year 1 [i.e. 2013]	Average
Turnover				
Net Income (+/-)				
Comments				

¹ This information shall be provided by **each** member of the consortium and any subcontractor(s).



ANNEX II-C

4. SUMMARY OF WORK DISTRIBUTION

	Name	Scope of Work/Tasks/Sub-Tasks	% of the Proposal Price
[Bidder]			
[if applicable]			
[Sub-contractor]			
[Sub-contractor]			
[Sub-contractor]			

5. MANDATORY DOCUMENTS

As requested in Annex I, Instructions to Bidders, paragraph 3.1.1 b): Bidder's Information Form, the following documents are attached to this form:

- Certificate(s) conforming that obligations relating to the payment of social security contributions and/or the payment of taxes in accordance with the legal provisions of the country in which the Bidder is established have been fulfilled;
- The proof of declaration and payment of taxes, fees and social security contributions by the Bidder should indicate the state of affairs at the end of the previous fiscal year, bearing the statement "certified true copy", the date and the signature of a person authorized to represent the company;
- A copy of the last three financial statements by the Bidder, certified by independent auditors.

COMPANY STAMP

Signature:

Name:

Position:

Tel/Fax:

E-mail:

Date:

**RECENT REFERENCES
RELEVANT EXPERIENCE WITHIN THE PAST FIVE YEARS**

Each Bidder will provide, in the sample table below, the reference information of up to three (3) projects carried out by it which are of a similar nature to that which will arise from this RFP. The information must include as a minimum:

- Client name, location, and date of execution;
- Description of project and specifically the work done by the Bidder in the project;
- The Contract value;
- Contact details for checking references.

	Client Name, Location, and Date of Execution	Description of the Project and the Work performed	Contract Value (Currency)	Contact Details for Reference Check
1				
2				
3				

TECHNICAL PROPOSAL

TO BE RETURNED ON BIDDER'S LETTERHEAD

- i. The Bidder shall use Annex II-E to describe how it intends to meet the requirements described in the RFP documents and in particular the Terms of Reference provided in Annex III.
- ii. In preparing its Proposal the Bidder shall review all RFP requirements, including any document referred to in the RFP, and will reflect its understanding of and approach to meeting these requirements in the Proposal.
- iii. In preparing the Technical Proposal, the Bidder shall provide details of the proposed project methodology and implementation and management plan as well as the CVs of key personnel which will contribute to the project.
- iv. The Bidder may also include in this Annex other documents and information to demonstrate its technical and professional capacities and competencies to fulfil the requirements of the Terms of Reference.

FINANCIAL OFFER
TO BE RETURNED ON BIDDER'S LETTERHEAD

Having examined this Request for Proposal including its Annexes, and having examined all conditions and factors which might in any way affect the cost or time of performance thereof, we, the undersigned, offer to execute and complete the Works or the Services, in accordance with the Terms and Conditions applicable to ILO Contracts for the following Total Contract Price, net of any direct taxes or customs duties and other import taxes:

Task	Description	Lump Sum in US Dollars (Excluding VAT)
1		
2		
3		
TOTAL		

Attached to this Annex is the proposed cost breakdown for each of the above tasks.

Additional Services

Compensation for any additional services to this RFP shall be calculated on the basis of the rates below:

Position	Rate per day in US Dollars		
	Based at Contractor's Office	Based at ILO	Visiting ILO (<6 consecutive days)
[Insert Title]			
[Insert Title]			
[Insert Title]			
Comments			

COMPANY STAMP

Signature:

Name:

Position:

Tel/Fax:

E-mail:

Date:

TERMS OF REFERENCE

Background

The total labour force of Iraq is estimated to be around 9 million workers³, with a total labour force participation of 49% in Federal Iraq and 40% in the Kurdistan Region of Iraq (KRI)⁴. Significantly, female labour force participation in Iraq is estimated at 20%⁵. Jobs in the **public sector** are estimated to account for some 39 percent of the labour force, and can be considered as a form of social security due to the strong job security and generous social insurance to which workers in the public sector are entitled. Yet the public sector requires significant federal budget (approximately 40% of the Kurdistan Region of Iraq (KRI) government budget is dedicated to paying worker wages⁶), which is very high by global and regional standards. In turn, the sector is considered relatively unproductive and employs few young workers.

The **private sector** on the other hand is estimated to account for roughly 40 to 50 percent of the total labour force⁷, a large share (40%) of which are estimated to be self-employed. In recent years, the private sector has not been able to absorb the large number of young labour market entrants, which results in high levels of youth unemployment levels – indeed, while national unemployment rates stand at 16%, youth unemployment reaches 36%⁸.

In the private sector economy, oil contributes over half of GDP, but employs only 1 percent of the labour force – mainly in the formal sector. Instead, construction represents the largest employment sector, followed closely by agriculture in which many of the 20% percent of economically active women work. Both sectors are largely **informal**. Indeed, while there are no recent accurate estimates of informal sector employment in Iraq, ILO data from 2018 suggest that some two-thirds of workers in Iraq are informal⁹. In particular, women with low levels of education and skills are often self-employed and concentrated in typically informal private sector activities.

Informal work is characterised by decent work deficits, including low wages, limited rights at work, and weak job and income protection. These deficits have been clearly demonstrated by the disproportionate impacts of the COVID-19 crisis, as a recent study found that workers without contracts or on verbal contracts (and therefore likely to be informal) were more likely to have seen a reduction in working hours – and thereby income – than those on written contracts¹⁰.

One of the decent work deficits relates to the limited social security coverage for private sector workers. Indeed, only some 600'000 private sector workers are registered with the Department of Pensions and Social Security for Private Sector Workers (DPSS), which means that between 84 and 87 percent of private sector workers are not registered with the social security scheme in the country. Even here, there is a lack of information about the extent to which registered workers and their employers effectively contribute to social security and are therefore entitled to the benefits currently provided under the scheme. Thus, a large share of the private-sector workforce is keenly vulnerable to risks across the lifecycle, including in case of unemployment (a risk heightened by the COVID-19 pandemic), maternity, work injury, disability and old-age.

The Social Security Law No. 39 of 1971 establishes the provisions of the Social Security System for private sector workers in Iraq. This currently largely covers wage employees, and provides relatively limited benefits, with employers remaining liable for maternity, work injury and disability, and no

³ European Asylum Support Office (2019), *Country of Origin Information Report Iraq: Key Socio-Economic Indicators*, EASO

⁴ ILO (2017), *IRQ – ILO – ILO Estimates and Projections – ILO Modelled Estimates, July 2017*, ILO and Kurdistan Regional Statistics Office (2018), *Estimated Impacts of the 2014 Twin Crises in Iraq*, KRSO

⁵ ILO (2017), *IRQ – ILO – ILO Estimates and Projections – ILO Modelled Estimates, July 2017*, ILO

⁶ European Asylum Support Office (2019), *Country of Origin Information Report Iraq: Key Socio-Economic Indicators*, EASO

⁷ IMF (2017), *Iraq – Selected Issues: IMF Country Report 17/252, August 2017*, IMF

⁸ World Bank (2018), *Jobs in Iraq: A Primer on Job Creation in the Short-Term*, World Bank

⁹ ILO (2018), *Men and Women in the Informal Economy: A Statistical Picture*, ILO

¹⁰ Kebede et al (2020), *Rapid Assessment of the Impact of COVID-19 on Vulnerable Populations and Small-Scale Enterprises in Iraq*, ILO and FAFO

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unemployment benefit. However, the Draft Social Security Law is currently in parliament, which will extend both the provision and legal coverage of the social security scheme. Indeed, the Draft Law will effectively establish maternity, work injury and disability benefits, as well as an unemployment benefit and envisages the coverage not only of self-employed workers, but also informal workers defined as “working individuals who are not included in the definitions of worker, self-employed and employer [in the Draft Social Security Law] and are excluded from the scope of application of the Labour Law”.

This Draft Law represents a key milestone bringing Iraq closer to meeting the ILO’s Social Security (Minimum Standards) Convention. However, de facto coverage of currently unregistered workers will not be achieved without concerted and proactive efforts. Extending coverage of social security to informal workers is not only crucially important to address the decent work deficit and ensure the income protection of a large share of the Iraqi workforce, it also represents a key instrument in the re-establishment of a social contract to promote future peace and social cohesion. Iraq is also currently experiencing a “demographic window of opportunity”, as youth represent a large share of the population. Extending social security coverage to the large informal workforce can therefore also contribute to bolstering the financial position of the social security scheme.

Context of the policy papers

The Government is strongly committed to extending social security coverage to informal workers, as exemplified by the legal extension of coverage under the Draft Social Security Law to informal workers. The ILO has committed to providing technical support to the Government of Iraq in these efforts as part of the *Social Protection Programme: Leveraging Effective Response and Accelerating Reform*. Understanding the determinants behind the lack of social security in the informal economy is essential to develop policy solutions to extend coverage, but there are currently significant gaps in the evidence on the characteristics of informal workers, on the barriers they face in accessing social security, and on the challenges faced by the DPSS in extending coverage in Iraq.

Thus, to ensure that efforts to extend coverage are based on robust evidence, the ILO has several ongoing activities to fill the evidence-gap on these issues, including:

- An informality diagnostic is currently being conducted which aims to shed light on the legal (and to some extent practical) barriers faced by workers and employers to formalisation, and map the range of governmental and non-governmental actors involved in this process as well as relevant policies and approaches.
- A Labour Force Survey (LFS) is underway, with data collection finalised, and data analysis and report write-up due to be completed in December 2021, which will provide more up-to-date and accurate data on the size of the informal workforce.
- An assessment of the institutional capacity of the DPSS to implement the reforms introduced in the Draft Social Security Law is planned.

This assignment will complement the Informality Diagnostic by providing further evidence on barriers to access to social security specifically, and will draw on the Labour Force Survey to identify the characteristics of informal workers in selected sectors.

Objectives and scope

The overall objectives of the assignment are to

- a) generate evidence on characteristics of informal workers, their social security needs, and the barriers they face in registering with, contributing to, and accessing entitlements from the Social Security Scheme for Private Sector Workers; and
- b) identify practical options for the extension of coverage of social security to informal workers in Iraq, related not only to potential legal or policy reforms, but also adjustments to social security regulations, institutional arrangements, awareness and communication efforts; strengthening of enforcement capacity, establishment of synergies and partnerships with other government actors, costing and financing arrangements, and coherence with non-contributory schemes. These should be in line with the ILO’s Social Security (Minimum Standards) Convention 102, which should be used as a framework to elaborate policy recommendations.

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- c) provide high-level guidance on the priorities for the development of a national Strategy on the extension of coverage of social security to informal workers.

The assignment will cover three specific employment sectors, with a particular focus on one employment type within each, namely:

- Own-account or family workers in the agricultural sector: the agricultural sector represents the largest employment sector in rural Iraq, and is typically an intractable sector to which to extend social security coverage, not least because of the seasonality of work and the high prevalence of own-account or family workers in the sector. In Iraq, the agricultural sector is also a large employer of women, together with the services sector. Covering the agricultural sector will therefore also provide an opportunity to identify the barriers faced by women workers in accessing social security.
- Casual workers in the construction sector: along with the agricultural sector, the construction sector represents one of the largest employment sectors in the country, and will continue to do so in the medium term as in 2018 the World Bank estimated that the cost for reconstruction post-conflict could rise to US\$88 billion¹¹. This sector is largely dominated by male workers. As with the case of agriculture, social security coverage in the sector is typically hard to achieve, particularly due to the often-complex sub-contracting arrangements, a high level of casual labour, and a wide variety of occupations. The construction sector is also characterised by a relatively high risk of work-injury. With the introduction of work injury Benefits in the Draft Social Security Law, extending coverage to workers in this sector will be a key priority.
- Wage-employees in the manufacturing sector: Some 53.4% of all private-sector wage-employees in the Iraq are informal¹². Unlike self-employed workers, the social security law of 1971 covers wage employees, and the continued high share of informality among this type of employment points to the ongoing challenges in ensuring the accessibility and affordability of registration and contribution on the one hand, but also in enforcing compliance among employers with their responsibilities with regards to the social security scheme.

The consultant(s)/consultancy will draft one policy paper for each of the three sectors. Each policy paper should include:

- a) Descriptive overview of the characteristics of unregistered workers in each sector and employment type, building on descriptive statistics generated by the ILO from upcoming LFS data, and complemented by primary qualitative data collection where necessary. This section should include information on gender, age, and geographical diversity of workers in each sector; regularity of employment; income level and regularity of earnings; registration with DPSS and other government agencies; geographical and physical access to Pension and Social Security Office (PSSO) branches and services; financial and digital inclusion; level of awareness of social security rights and obligations; affiliation with worker organisation or trade unions; and needs with regards to social security.
- b) Description of the barriers faced by workers and employers in each sector and employment type in registering with, contributing to, and accessing entitlements from the Social Security Scheme on the one hand, and the challenges faced by the DPSS in extending coverage to these workers on the other. This section will draw largely on primary qualitative data collected from workers and employers, worker organisations and trade unions, CSOs, and officials from the Ministry of Labour and Social Affairs (MoLSA), the DPSS and PSSO branches.
- c) Identification of practical and innovative policy options for the extension of coverage of social security to informal workers in each sector, covering the points outlined above. This section of the report is expected to build on the previous sections, and practical policy options are to be developed in consultation with DPSS and MoLSA officials, worker and employer organisations, and the ILO, drawing on international best practice, including that documented

¹¹ World Bank (2018), *Iraq: Reconstruction and Investment*, World Bank

¹² ILO (2018), *Men and Women in the Informal Economy: A Statistical Picture*, ILO

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by the ILO¹³. In identifying policy options the focus should be on closing the coverage gaps, and consideration should therefore be given to the coherence between contributory and non-contributory scheme coverage, in line with the ILO's Social Security (Minimum Standards) Convention 102, Recommendation 202 on Social Protection Floors, and Recommendation 204 on the Transition from the Informal to the Formal Economy.

The same research will be conducted both in Federal Iraq and in KRI. In each policy paper, the analysis of findings and policy recommendations should be written up separately for Federal Iraq and KRI, and policy recommendations should be tailored to their specific legislation, regulations, institutional arrangements and capacity.

In addition, the consultant(s)/consultancy will draft two short policy briefs (one for Federal Iraq, one for KRI), summarising the key policy recommendations from the three policy papers, and providing guidance on the priorities for drafting a strategy for the extension of coverage of social security to informal workers.

Methodology

The consultants are expected to adopt a mixed-methods approach to conducting the assignment, which would include:

- Analysis of descriptive statistics generated by the ILO based on LFS data to identify key characteristics of informal workers and determinants of informality in the selected sectors and employment types;
- Desk-based review of literature on characteristics, drivers, and outcomes of informal employment in Iraq, barriers to access to social security, and international best practice in expanding coverage of social security to informal workers.
- Qualitative data collection (in-depth interviews, focus-group discussions) with workers and employers in all three sectors and employment types across both rural and urban regions and in KRI and Federal Iraq, as well as key informant interviews with government and social partners (worker and employer organisations, relevant civil society actors, etc...). The ILO will provide a preliminary list of stakeholders to the consultant(s)/consultancy. Consultations with regional or global practitioners to identify recent and relevant international experience on extension of coverage to informal workers are also encouraged to complement the literature review.
- Consultations (in the form of workshops) with policy-makers and social partners to identify and validate policy options for expansion of social security coverage to informal workers tailored to the Federal Iraq and KRI contexts.

Outputs

The consultant(s)/consultancy firm is expected to complete the following tasks and outputs:

1. Submit **an inception report** outlining detailed research methodology for each of the five papers.
2. Conduct research for and compile **three draft policy papers** (one for each of the three sectors), covering the above-described elements. Each paper should present findings and policy recommendations separately for KRI and Federal Iraq, and should include accompanying executive summaries.
3. Compile **two policy briefs** (one for Federal Iraq and one for KRI) synthesising the policy recommendations from the individual policy papers, and providing guidance on the priorities for an overarching strategy for the extension of coverage of social security to informal workers.
4. Present findings and policy options at **two workshops** (one for Federal Iraq and one for KRI) with MoLSA, DPSS, worker and employer organisations, and other key stakeholders and draft a brief workshop report summarising the main discussion points;

¹³ Including ILO (2019), *Extending social security to workers in the informal economy: Lessons from international experience*, ILO and here <https://www.social-protection.org/gimi/Emodule.action?id=59>

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5. Finalise the **three policy papers and two policy briefs** responding to and addressing queries and comments arising during the workshops and feedback received by ILO, MoLSA and DPSS on the drafts.

The drafts and final reports are all to be submitted in English.

Timeline

A provisional timeline for the completion of the assignment is provided below:

Activity / Output	Timeline/Deadline
Inception phase	November 15 th – November 22 nd 2021
Data collection and analysis	November 22 nd – January 14 th 2021
1st draft of three policy papers	February 4 th 2021
1st draft of two summary policy briefs	February 11 th 2022
Presentation at workshops	w/c February 28 th 2022
Workshop summary report	March 7 th 2020
Final draft reports	April 1 st 2022

Required background qualifications, experience and competencies

The consultant(s)/consultancy firm should have the following experience, expertise and competencies:

- Proficiency in English, Arabic and Kurdish.
- Extensive qualitative and quantitative research experience in the areas of social security, employment and informal economy, preferably in the region.
- Very good knowledge of relevant stakeholders involved in the formalisation process in Iraq (Federal and KRI).
- Familiarity with the ILO and its mandate, and the ILO's Social Security (Minimum Standards) Convention 102, Recommendation 202 on Social Protection Floors, and Recommendation 204 on the Transition from the Informal to the Formal Economy.
- Proven ability to analyse complex national social security issues and data sets; to deal with multiple stakeholders and to prepare reports and publications of a high quality, technically sound with policy-oriented conclusions and recommendations.



International Labour Office

ANNEX IV

**TERMS AND CONDITIONS APPLICABLE TO ILO CONTRACTS
FOR SERVICES**

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